

Rye Multi Academy Trust

Safeguarding Working Party

19 January 2018

Meeting Notes

A meeting of the Safeguarding Working Party was held on Friday 19th January 2018 from 10.00 to 11.30 in the Corporate Services Office.

PRESENT: Kelly Martin (KMA), (Chair); Katie Banister (KBA), Jest Carpenter (JCA), Courtney Cooper (CCO), Andrew Ferguson (AFE), Helen Mucci (HMU), Sally Welch (SWE), (Clerk).

Apologies were received from Leah Greenough, Jane Howard, Tim Hulme, Fran Rattray.

		ACTION BY:
1.	Notes of last meeting	
1.1	These were agreed for publication on the website.	SWE
2.	Review of actions from the last meeting	
2.1	Where appropriate, ongoing actions from the last meeting and actions arising from this meeting will be added to the Trust Action Plan.	
	<ul style="list-style-type: none"> • 2.2.1 (a): Trust lanyards and photo id are in place at RCPS. <u>Queries raised in the meeting on individual staff will be followed up outside the meeting.</u> New starters checklist to include issuing of lanyards. <u>Add to Action Plan.</u> • 2.3.1 (a): Standardised information and procedures for visitors is in place across the trust (orange/red lanyards). The working party reiterated the need for collective responsibility in keeping the site safe. <u>The DSLs should issue regular reminders to staff to challenge any adult not wearing a lanyard or wearing a red lanyard but unaccompanied by a member of staff and to alert the DSL and reception immediately.</u> • 2.3.1 (c): KMA asked for a progress update on raising the height of the door release switches and extension of the fob access system. KMA explained that the suggestion in the meeting to change the codes as a short-term measure is problematic as the site team cannot locate the instructions to do this. <u>AFE took an action to pick this up with RAD.</u> AFE explained that in the longer-term, the trust wants to go with a card-reader access system. <u>He also advised he has asked RAD to obtain quotes for raising the height of the door switches.</u> • 2.3.1 (d): JCA advised she is considering the introduction of passwords for Year 7 and other vulnerable students from September 2018. • 2.4.1(b): Standardised posters for Safeguarding and Prevent reporting procedures are in place across the trust. In discussion of sign-in procedures for the nursery, <u>it was agreed to re-site the external notice board outside Corporate Services to the Pugwash to display safeguarding notices and information for parents.</u> • 3.2 (a): Completed safeguarding audits have been submitted to ESCC. • 3.2 (b): JCA agreed to pick up the action to contact ESCC to arrange a safeguarding audit for the trust. Date to be arranged after half-term. <u>Add to Action Plan.</u> • 4.1: HMU reported she has completed the audit of RC & RSS provision against the 	<p>SWE & HR</p> <p>DSLs</p> <p>AFE</p> <p>AFE</p> <p>Site team</p> <p>JCA</p>

	<p>standards in the governor safeguarding checklist. She had contacted JHO to arrange a meeting to conduct the RCPS audit prior to the Christmas break but has not received a response. <u>KMA took an action to set up a meeting to take this forward.</u></p> <p>HMU confirmed the trustees have signed to say they have read KCSIE (<u>one outstanding due to absence and will be closed out at the board's 30.01.18 meeting</u>).</p> <p>HMU's governor training in connection with her role as nominated trustee for safeguarding is booked for 24.01.18.</p> <ul style="list-style-type: none"> • 5.1.1 (b): KBA confirmed the kitchen team are supervising food deliveries to the nursery. This arrangement is working well and site team support is not required. • 5.1.1 (c): KMA reported the issues with the cleaning of the primary have not been resolved. The medical bins have not been emptied for two weeks as well as general issues with replacing toilet rolls/hand towels etc. Parents have raised complaints about the smell. <u>AFE took an action to raise this with the site team.</u> • 5.1.1 (d): KMA queried whether locking-up procedures at the primary have been reviewed. AFE is not aware of any current problems with procedures. <u>KMA to notify AFE of any specific concerns.</u> AFE asked about the lighting down to the car park and KMA confirmed this is working well. JCA reported that the back gates to the college are now locked at 08.30 and 15.45. There have been two incidents involving the PE team not locking the gate which have been addressed directly with the staff concerned. • 5.2.2 (a): KMA reported that JHO has not reviewed Classcharts. JCA confirmed it is not necessary for KMA to review the system. <u>Action closed.</u> • 5.2.2. (b): JCA confirmed the college and studio will continue using MyConcern for now. • 5.2.2 (c): JCA confirmed that most of the open cases in MyConcern from ABA (previous DSL for the college) have been closed out. • 5.2.2 (d): <u>JCA will generate a list of staff who need further training on MyConcern. Added to Action Plan.</u> • 5.2.2 (e): <u>It was agreed that Trustees should be asked to discuss adopting Rye Academy Trust email accounts for trust business at the next board meeting (30.01.18). (Deferred due to weight of other business).</u> • 7.2.2 (b): AFE confirmed email accounts are being uploaded into Flick Learning – the new online learning tool for the trust. The system enables individual training records to be created for staff. JCA flagged that annual online safeguarding training is due for college & studio staff which is a priority with Ofsted imminent. She suggested staff could be asked to complete the safeguarding module(s) during February half-term. The meeting discussed other training requirements flagged under the safeguarding audits – health & safety, safer recruitment, risk assessment which could be delivered through Flick Learning. <u>KMA took an action to send AFE email addresses for staff at the primary school to create accounts in Flick Learning. JCA took an action to check compliance with Channel training in the college & studio.</u> • 7.2.2 (c): KMA advised that JHO has not reviewed Blue Sky. KMA will contact BBL to arrange a time to look at Blue Sky and consider its possible application for the primary. • 8.1.1: AFE confirmed passwords for college & studio are now changed once a term (12 weeks). PBA has issued guidance to staff on strong passwords. <u>Action closed.</u> 	<p>KMA</p> <p>SWE</p> <p>AFE</p> <p>KMA</p> <p>JCA</p> <p>SWE</p> <p>KMA JCA</p>
--	---	--

	<ul style="list-style-type: none"> • 8.2.1: JCA reported that Future Digital (FD) monitoring software (replacing Securus) is now operational in the college & studio. FD was recommended by ESCC ICT. JCA confirmed FD is adequate for the moment but she would still recommend the trust look at moving to Smoothwall across all settings from September 2018 as the 'best in class' product. The specification in FD for daily reporting to the DSL and trust (SWE) requires further refinement to take account of curriculum requirements for accessing material on the internet. <u>JCA and SWE took an action to pick this up with PBA.</u> • 9.1 (a): The review of CCTV review is ongoing. <u>Added to Action Plan.</u> • 9.1 (b): Action has been taken to cover/fence off the skips in the playground (RC). <u>Action closed.</u> • 9.1 (c): The space between the MUGA and the portacabins has been fenced off. <u>Action closed.</u> • 9.1 (f): The key code access to the studio school has been disabled to control student access. <u>Action closed.</u> • 9.1 (g): JCA confirmed RC has had a fire drill. KMA will schedule a fire drill for the primary with the site team (RAD). <u>Added to Action Plan.</u> • 9.1 (h): JCA suggested AFE take advice from DDO on the crises management/disaster recovery plan. <u>Added to Action Plan.</u> • 10.1 (a): JCA took an action to produce a draft Prevent Risk Assessment for the trust which would be circulated to members for review. The prevalent risks in this area were discussed, including county-lines and right-wing radicalisation. <u>Added to Action Plan.</u> • 10.1 (b): JCA took an action to find a suitable date for trust-wide INSET on Prevent/WRAP. <u>Added to Action Plan.</u> 	<p>JCA & SWE AFE</p> <p>KMA & Site team AFE</p> <p>JCA</p> <p>JCA</p>
3.	Rye Academy Trust Safeguarding Action Plan	
3.1	<p>(a) Actions arising from completion of the Safeguarding Audit Toolkit & Action Plan for schools and colleges in East Sussex, 2017-18 were reviewed in the meeting and leads and timescales assigned as attached to these notes. <u>See Safeguarding Action Plan.</u></p> <p>(b) KMA reported that she had been advised by Melanie Cox, HMI, that it is not good practice to have Kate Jenner (KJE) accessing child protection records. KMA explained that there is a requirement for KJE to triage relevant child protection information in support of KMA's role as DSL. The view of the meeting was that there is no bar on KJE undertaking DSL training to support her in performing these functions. <u>KMA took an action to organise DSL training for KJE.</u></p>	KMA
4.	Safeguarding Governors Checklist	
4.1	As discussed above, the audit is partially completed, pending the meeting to be arranged with the primary.	
5.	Updates	
5.1	Updates from HR, Premises, ICT were covered elsewhere on the agenda.	
6.	Date of Next Meeting	
6.1	This was agreed as Thursday 8 th February 2018 at 09.30 – 11.00. KBA agreed to chair.	